

ProcureAz Alert

Date: April 6, 2017

To: ProcureAZ Tech Leads

From: ProcureAZ Help Desk

Re: Document Liquidation Requests

To maintain system stability and better manage liquidation requests for ProcureAZ documents, the Help Desk will now be utilizing the attached form for all liquidation requests.

Liquidation requests **MUST** come from the agency technical leads. Please ensure the form is filled correctly prior to sending the liquidation request to the Help Desk for processing.

If you have any questions or concerns, please contact the Help Desk at 602-542-7600, option 3, or email procure@azdoa.gov.

Thank you!